



ADMINISTRATIVE POLICIES AND PROCEDURES

Policy ID: Human Resources
Subject: U-Matter Award Program
Creation Date: August 4, 2014
Revision Date: None
Prepared By: Human Resources
Approved By: City Manager
Legal Review: Elizabeth Ruhmann

DESCRIPTION:

U-Matter Award Program

POLICY:

This award program provides the City with a means to promptly recognize employees for going above and beyond their job duties. The purpose of this policy is to reward employees in a manner that is separate from any employee's regular performance appraisal, and at the same time recognizes and reinforces the behavior and values that are important at the City of El Paso (the "City").

CRITERIA

The U-Matter Award is intended to award an employee for a specific event, action or behavior that is:

- A. Above and beyond the typical job duties of an employee
- B. An extraordinary act, accomplishment or contribution that benefits the City or community; or
- C. Exemplary customer service

In other words, U-Matter Awards are reserved for one-of-a-kind acts or efforts, and are to be used to give employee recognition for nonrecurring special acts or events that may otherwise be unrecognized. They are not to be used to award sustained performance over a period of time nor are they intended to replace other traditional methods of recognition, such as merit increases.

ELIGIBILITY

Employees eligible for a U-Matter Award must be a regular full-time or part-time employee of the City and must be on active pay status or on approved leave.

PROCEDURE

Program Coordinator: The City Manager will designate a U-Matter Awards Program Coordinator ("Program Coordinator") who will be responsible for oversight of the program, and for coordinating and communicating with nominators, the Human Resources Department and the Payroll Department.

Nomination and Award:

Managers, supervisors, co-workers or other individuals may nominate a City employee for a U-Matter Award. Nominations should be submitted via the City's U-Matter Award Nomination Form.

U-Matter Award nominations may be submitted at any time during the fiscal year, and should generally be submitted within two (2) weeks of the accomplishment in order to provide prompt recognition to the employee.

- A. The signatures of the nominee's supervisor and Department Head on the nomination form represent an endorsement of the nomination.
- B. Completed nomination forms must be submitted to the Program Coordinator to review for eligibility. The Program Coordinator or other decision maker(s) designated by the City Manager shall have the final approval for U-Matter Awards.
- C. Following the decision, the Program Coordinator will notify the nominator whether the award nomination is approved or denied.
- D. If approved, the nominator will be notified in order to coordinate the presentation of the award with the City Manager's office. The Program Coordinator will follow internal procedures to appropriately process the award. The City Manager or his designee will present the award to the recipient.

The City Manager and Deputy City Managers may present U-Matter Awards "on the spot" to City employees whom they directly observe and recognize as meeting the criteria set forth herein, without having to submit a nomination form.

Amount of Award: U-Matter Awards will usually be for an amount of \$50 or less. Any award valued at greater than \$50 may be issued at the discretion of the City Manager, but shall not exceed a value of \$75.

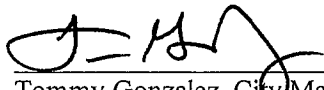
Award Funding: Annual funding for the U-Matter Awards program and any associated fees will be in the Human Resources budget, provided funding is available in each fiscal year budget. The City Manager or his designee will authorize, as appropriate, the purchase of award stock to implement the program and thereafter to replenish the inventory.

Award Tracking: The Human Resources (HR) Department/Benefit Services will be responsible for safeguarding and maintaining the award inventory (gift cards, gift certificates, etc.). The HR Department will be responsible for the record-keeping for the award program, which will include identification of awards purchased (e.g.,

gift card name and number) date of issuance, recipient, etc.

Taxable Income: The U-Matter Award may be considered taxable income and is subject to federal and all other applicable taxes. As required, the HR Payroll Department will ensure the award amount will be included as imputed income upon issuance and in the employee's total earnings of the W-2 statement at the end of the calendar year.

APPROVED BY:



Tommy Gonzalez, City Manager

19 August 2014
Date

City of El Paso
U-Matter Award
Nomination Form

Name of Nominee: (Employee)		Employee Kronos ID:
Job Title:		
Department Name:		
Provide a brief description of the specific reason for nomination:		
Nominator Name:		Signature:
Nominator's Dept/Title:		Contact Address:
E-Mail address:		Phone:
Supervisor: <i>(If other than Nominator.)</i>		Signature: Date:
Department Head Name:		Signature: Date:
Eligibility for award: <input type="checkbox"/> The nominee is regular full-time or part-time employee, on active pay or approved leave.		
Office Use Only:		
<input type="checkbox"/> Award Approved (Copy to be placed in nominee's Personnel File)		Award amount and description:
<input type="checkbox"/> Award Denied Reason for Denial:		
Award Coordinator Name:		Signature:
Title:		Date:

Please completed this form and return to the Human Resources Department U-Matter Award Program Coordinator.